

Contractor (Corporate): Zia Engineering & Environmental Consultants, LLC.
201 Church Street, Suite 300
Las Cruces, NM 88001



Business Size: Small, Disadvantaged Business

Telephone: (575) 680-2337

FAX Number: (575) 532-1587

Web Site: www.ziaeec.com

E-mail: rromero@ziaeec.com

Contract Administration: Robert Romero

Celebrating 16 years of exceptional customer service, Zia is a minority owned small disadvantaged business established March 24, 2000, in the State of New Mexico.

Mission Statement: Engineering and environmental services firm dedicated to providing cost-effective, responsive, technical engineering, information technology and environmental consulting services

Corporate Motto: Quality – Commitment – Service

- Project deliverables meet and exceed customer expectations
- Projects are on-time and on-budget
- Core team member longevity assures maximum continuity of performance

Locations: 8 offices in 6 states offer over 70 professionals with significant technical diversity

***Zia was founded as an
environmental engineering
consulting firm; it is what
we do and who we are!***

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The internet address for GSA Advantage!™, is

<http://www.gsaadvantage.gov/>

Schedule for - Professional Services Schedule

Industrial Group 00CORP

Contract Number: GS-10F-0391N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: May 13, 2013 through May 12, 2018

Customer Information

1a. Table of Awards Special Item Number(s):

899-1, 899-1 RC: Environmental Consulting Services
899-7, 899-7 RC: Geographic Information Systems (GIS) Services
899-8, 899-8 RC: Remediation and Reclamation Services

Zia offers full capabilities and long-term member experience in providing engineering, information technology, and environmental consulting services.

Environmental Compliance	Civil Design
NEPA, Natural and Cultural Resources	Surveying / GIS Services
Water Resources / Wastewater	Records / Archival Management
Drainage / Hydrology & Hydraulics	Services
Waste Management	Information Technology Services
Air Quality Services	Safety Services

1b. Identification of the lowest priced model number and lowest unit price for that model each special item number awarded in the contract. Not Applicable

1c. Hourly Rates:

Labor Category	Gov't Hourly Rate
President / Vice President / Officer	\$116.89
Principal Engineer/Scientist	\$108.57
Associate Engineer/Scientist	\$95.63
Senior Engineer/Scientist	\$85.00
Project Engineering/Scientist	\$72.68
Staff Engineer/Scientist	\$62.56
Sr. Programmer / Designer (IT/IS, Civil)	\$70.04
Programmer / Designer (IT/IS, Civil)	\$56.02
GIS Specialist	\$62.56
Technician III (Civil, Env., Survey)	\$75.25
Technician II (Civil, Env., Survey)	\$50.72
Technician I (Civil, Env., Survey)	\$45.08
Administrative Assistant II	\$48.76
Administrative Assistant I / Clerical	\$39.68
Expert Testimony – Court Appr.	\$165.62
Survey – 2 Person Crew	\$139.30
Survey – 3 Person Crew	\$151.80

- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage:** Domestic and Overseas
- 5. Points of Production:** Contact Corporate Office (multiple locations for service)

6. Discount from list prices or statement of net price:

Labor Categories	Commercial MFC Price	Discount Offered to GSA off CPL (%)	Price Offered to GSA Excluding IFF	Price Offered to GSA Including IFF
Vice President/ President/Officer	\$128.00	9.4%	\$ 116.01	\$ 116.89
Principal Engineer/Scientist	\$118.00	8.7%	\$ 107.76	\$ 108.57
Associate Engineer/Scientist	\$104.00	8.7%	\$ 94.91	\$ 95.63
Senior Engineer/Scientist	\$93.00	9.3%	\$ 84.36	\$ 85.00
Project Engineer/Scientist	\$79.00	8.7%	\$ 72.13	\$ 72.68
Staff Engineer/Scientist	\$68.00	8.7%	\$ 62.09	\$ 62.56
Sr Programmer / Designer (IT/IS, Civil)	\$81.00	14.2%	\$ 69.51	\$ 70.04
Prog/ Designer (IT/IS, Civil)	\$63.00	11.7%	\$ 55.60	\$ 56.02
GIS Specialist	\$66.00	5.9%	\$ 62.09	\$ 62.56
Technician III (Civil, Env., Survey)	\$77.00	3.0%	\$ 74.69	\$ 75.25
Technician II (Civil, Env., Survey)	\$59.00	14.7%	\$ 50.34	\$ 50.72
Technician I (Civil, Env., Survey)	\$49.00	8.7%	\$ 44.74	\$ 45.08
Administrative Assistant II	\$53.00	8.7%	\$ 48.39	\$ 48.76
Administrative Assistant I	\$43.00	8.4%	\$ 39.38	\$ 39.68
Survey 2- Person Crew	\$155.00	10.8%	\$ 138.26	\$ 139.30
Survey 3- Person Crew	\$165.00	8.7%	\$ 150.66	\$ 151.80
Expert Testimony - Court Preparation and Appearance	\$180.00	8.7%	\$ 164.38	\$ 165.62

Total price for Environmental Planning Services & Documentation will be established at the time the Task/Delivery Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the ordering agency and the labor category (categories) provided will be shown on the resultant Task/Delivery Order. The Agency Contracting Officer shall negotiate pricing of ODC's in accordance with all applicable acquisition regulations.

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes, purchase cards are accepted.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes, purchase cards are accepted.

- 10. **Foreign Items: (list items by country of origin):** None
- 11a. **Time of Delivery: (Contractor insert number of days):** Specified on the Task Order.
- 11b. **Expedited Delivery:** Contact Corporate Office
- 11c. **Overnight and 2-day delivery:** Contact Corporate Office
- 11d. **Urgent Requirements:** Contact Corporate Office
- 12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Contact Corporate Office (multiple locations for service)
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (www.fss.gsa.gov/schedules).**
- 14. **Payment address(es):** Contact Corporate Office
- 15. **Warranty provision.:** Contractor's standard commercial warranty.
- 16. **Export Packing Charges (if applicable):** Not Applicable
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Corporate Office
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):**
Not Applicable
- 19. **Terms and conditions of installation (if applicable):** Not Applicable
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. **Terms and conditions for any other services (if applicable):** Not Applicable
- 21. **List of service and distribution points (if applicable):** Not Applicable
- 22. **List of participating dealers (if applicable):** Not Applicable
- 23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable
- 24b. **Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at:**
www.Section508.gov/.

25. **Data Universal Numbering System (DUNS) number:** 129511023
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

Service Contract Act (SCA) Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Programmer/Designer	14072 – Computer Programmer II	2005-2511
Technician I	30090 – Environmental Technician	2005-2511
Technician II	30023 – Arch Tech III	2005-2511
Technician III	30085 – Engineering Tech V	2005-2511
Admin Asst I	01013 – Accounting Tech III	2005-2511
Admin Asst II	01020 – Administrative Assistant	2005-2511

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Labor Category Descriptions:

Staff Category	Education/Experience/Registration Requirement	Duties
Vice President / President / Officer	Bachelor degree in an engineering or scientific field Min. 15 yrs. Experience. Professional registration / certification as applicable.	Officer within company. Serves as Program Manager; provides expert technical advice to lower level personnel; ultimate responsibility for successful completion of projects
Principal Engineer/ Scientist	Bachelor degree in an engineering or scientific field Min. 14 yrs. Experience. Professional registration /certification as applicable	Serves as an office or division manager; responsible for marketing and locating new opportunities; may serve as a project manager on individual projects responsible for cost and delivery success; provides high level of technical and/or management guidance to lower level personnel
Associate Engineer/ Scientist	Bachelor degree in an engineering or scientific field Min. 10 yrs. Experience. Professional registration / certification as applicable	Serves as a project manager on large projects responsible for ensuring they are on time and within budget; provides technical guidance to lower level personnel

Staff Category	Education/Experience/Registration Requirement	Duties
Senior Engineer/ Scientist	Bachelor degree in an engineering or scientific field Min. 8 yrs. Experience. Professional registration / certification as applicable	Serves as a project manager on medium-sized projects responsible for timeliness and budget control. Provides technical guidance to lower level personnel
Project Engineering/ Scientist	Bachelor degree in an engineering or scientific field Min. 5 yrs. Experience. Professional registration / certification preferred but not required	Serves as a project manager on small projects responsible for overall performance; team member on more complex projects.
Staff Engineer/ Scientist	Bachelor degree in an engineering or scientific field. Experience preferred but not required.	Serves as a team member on assigned projects responsible for technical support in their field of experience.
Sr. Programmer/ Designer	Bachelor degree in an IT field or in design. Min. 6 years of experience	Assist as lead programmer/designer on projects requiring programming/ designing support; can act in role as Project Manager when assigned.
Programmer/ Designer	Bachelor degree in an IT field or in design Min. 3 years of experience	Provide programming/designing support on projects with minimal oversight required.
Technician III	High School Diploma Min. 5 years of experience in technical areas assigned.	Independently performs and coordinates day-to-day field and technical tasks.
Technician II	High School Diploma Min. 2 years of experience in technical area assigned.	Provide field technical support on assigned projects with minimal oversight required.
Technician I	High School Diploma Min 6 months experience	Provide field technical support on assigned project with guidance from supervisor.
GIS Specialist	AA degree in GIS Min. 2 years of experience in processing GIS data.	Processes GIS data obtained from field surveys, including map recordation.
Administrative Assistant II	High School Diploma Minimum 5 years of experience in administrative area assigned.	Manages and/or provides administrative lead in assigned area with minimal oversight required.
Administrative Assistant I	High School Diploma 6 months experience as applicable for assigned duties	Assist in administrative, marketing, and technical tasks and/or projects as assigned with guidance from supervisor.
Expert Testimony	Master degree in area of expertise Min 12 yrs. Exp. Professional registration/court certification as applicable	Provides senior technical reviews and litigation responses.
Survey – 2 Person Crew	Leader – AA survey technology Crew member – high school diploma Min 6 months experience in surveying	Conduct small land surveys in preparation of construction projects; prepare applicable reports and drawings

Staff Category	Education/Experience/Registration Requirement	Duties
Survey – 3 Person Crew	Leader – AA survey technology Crew member – high school diploma Min 6 months experience in surveying	Conduct large land surveys in preparation of construction projects; prepare applicable reports and drawings

CERTIFICATIONS AND CONTRACT VEHICLES

Zia is a minority Hispanic-owned small business:

FEIN: 20-2226883 Duns: 129511023 CAGE: 1XBC8

Small Disadvantaged Business

Contact:

U. S. Small Business Administration
New Mexico District Office
PO Box 2206, Albuquerque, NM 87103
500 Gold SW, Suite 11301, Albuquerque, NM 87102
Phone: 505-248-8225
Fax: 505-248-8245
www.sba.gov/nm

Joshua Baca
Business Opportunity Specialist
505-248-8236
joshua.baca@sba.gov

PROFESSIONAL RESOURCES

Zia member resources provide broad expertise within one firm, complemented with individual team members averaging over 20 years of practical hands-on experience addressing a variety of engineering, information technology, and environmental issues.

Zia's professional members come from diverse backgrounds with extensive experience in providing engineering, information technology, and environmental representation from a broad stakeholder perspective. Our members provide multiple language fluencies (Spanish, Dutch, French, Navajo, Hindi) allowing Zia to interact and respond to our international clients and the communities they serve. We are familiar with and understand the intricacies involved in multi-interest coordination of criteria, procedures, standards, contract processes and expectations. This geographic availability, level of experience and depth of talent provides our Clients with superior responsiveness and professionalism. Zia's registered and certified professionals include:

- Civil Engineers
- Hydrologists / Hydrogeologists
- Irrigation Specialist
- Water Resource Specialists
- Environmental Scientists
- Environmental Engineers
- Chemical Engineers
- Recycling Specialists

- NEPA Specialists
- Natural Resources Conservationists
- Anthropologists / Archaeologists
- Geologists
- Biologists / Ecologists
- GIS / CADD Mapping Specialists
- Computer / IT Specialists

FACILITY AND EQUIPMENT RESOURCES

Zia maintains a comprehensive IT network via high-speed dedicated data lines and servers. Zia has multiple large-format color printers, laser printers, and copiers to handle the production requirements necessary for meeting our Client's report and deliverable production needs.

Zia provides **full-service, GIS capabilities** and has licenses for ArcView and other ESRI products. Zia staff provides cutting-edge experience in the integration of GIS databases to environmental and engineering projects. Zia provides advanced remote-sensing and photogrammetric capabilities. Zia maintains multiple GPS capabilities offering real-time GPS correction. In addition, Zia has the equipment necessary to provide sub-meter accuracy GPS measurements.

QUALITY ASSURANCE/QUALITY CONTROL METHODS

Zia's philosophy is to strive continuously for excellence in delivering professional services. This commitment to quality service is implemented through mandated use of a formal Quality Management System (QMS) that sets the high quality standards required to insure our products and services meet or exceed all client requirements and expectations for quality, timeliness, cost-effectiveness and efficiency.

Zia has established formal and documented project management and communication processes that ensure accurate, timely and effective response to the identified needs of our customers. Zia's approach includes the following:

- a single point of contact to address all technical issues - this structure holds constant regardless of the project location;
- a uniform format for project completion and report preparation regardless of which Zia office is taking the lead;
- all work is managed through the Zia Program Manager; and,
- a company-wide QA/QC policy implemented through a documented QMS modelled on ISO9001:2008.

QC Program Processes

Our QMS mandates the use of ISO 9001:2008 standards. QMS documents are controlled at the corporate level, which insures standard and repeatable processes throughout the organization,

Zia is currently in the process of formal ISO registration of our implemented QMS. We are additionally in the process of obtaining formal ISO 14001 registration, for Environmental Management Systems.

Zia's senior management maintains high visibility into our QMS through collection and scheduled periodic formal review of quality data to insure that Zia meets all customer needs and requirements for quality, timeliness, cost-effectiveness and efficiency.